

Terms and Conditions

Work agreement and quotations

1. An initial quotation is provided for information only, until mutually agreed.
2. The quotation only becomes binding once it is an order I have accepted, or a work contract I have agreed.
3. Once accepted, I agree to carry out the work as detailed in the brief, specification, or work contract.
4. All timescales provided with a quotation are estimated. If work takes significantly less time than predicted I will reduce the fee and adjust the invoice accordingly. Any additional time required will be charged but will be discussed and agreed with the client before proceeding.
5. Any work that is started at the client's request, including research, scoping or initial drafting, will be invoiced for.
6. For written resources, all quotes are to provide a final author's draft. Quotations include one set of author amends. Any additional or substantial changes required will be discussed and agreed with the client before proceeding.
7. If the client requires further or additional work, or changes the scope of the work, I will amend the quotation to include such work.
8. For written resources, all proofing, editing, formatting, illustration, and design; digital and print publishing will be carried out by the client.
9. For in-person training, I require a 20% deposit which is non-refundable. Online training to be paid in full, 14 working days in advance of the training date, this is non-refundable.
10. Additional expenses, such as travel or printing will be charged at cost and are not included in the quotation, unless specified.
11. Where travel or overnight stays are required, I will endeavour to find reasonable rates for accommodation and cheapest convenient travel costs.
12. Quotations detail my work only. If other suppliers or organisations are also employed, they will quote separately for their part in the project.

Payment:

1. The client agrees to pay me for carrying out the work as set out in the agreement or work contract.
2. Payment is made according to the schedule as agreed in the quotation for the brief, specification, or work contract.
3. Payment should be made via BACs using the details provided on the invoice.
4. If an initial payment is due, no work will be undertaken until this is paid.
5. Payment is due no later than 30 days of the date of issue of the invoice.
6. If payment is not received within 30 days of the date of issue of the invoice, clients will incur additional costs in line with UK government guideline for statutory interest, that is 8% plus the Bank of England base rate for business-to-business interactions.
7. If payment is not received within 60 days of the date of issue of the invoice, the invoice may be passed to a debt collecting agency. The client will be liable for any fees incurred or associated costs in obtaining full payment.
8. I reserve the right to suspend work or refuse future work with clients with payments in arrears.
9. I am not VAT registered. My fees do not include VAT.
10. Full and final payment is accepted as mutual satisfaction of the project completion.

Cancellation and notice period:

1. The notice period for myself and clients, is 30 days.
2. Any notice, from myself or the client must be provided in writing.
3. Any work carried out in preparation will be charged for in accordance with the work contract.
4. Training and workshops must be cancelled with a minimum of 14 days notice. Cancellations after this period will incur the full fee. If training is cancelled at short notice due to illness, or other unavoidable event, I will maintain the deposit/fee and agree another mutually convenient date for delivery.
5. Where a cancelled event, meeting or project work has incurred printing, travel, accommodation, or other non-refundable related costs, these will be charged to the client and are payable on demand.

Availability

1. My general freelance working day is Wednesday each week when I am contactable between the hours of 9.30am and 5.30pm.
2. My availability is subject to change throughout the year, so I may be able to offer additional weekdays for freelance work.

Applicable from 1 May 2023